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18 January 1962


MEMORANDUM FOR: Division and Staff Chiefs, Office of Personnel
Special Assistant to the Director of Personnel

SUBJECT : Responsibility of the Director of Personnel for
Monitoring the Administration of the Agency's
Personnel Programs

1. I have mentioned to most of you recently my concern about whether the Office of Personnel is effectively carrying out the various monitoring responsibilities assigned to the Director of Personnel. I wish to pursue this matter further by examining, on a priority basis, the mechanisms by which we are now performing these functions.

2. Toward this end, it is requested that you compile a complete list of all activities under your respective jurisdictions for which the Director of Personnel is charged with a responsibility for monitoring or generally administering a program or policy. This list should identify the responsibility, provide a reference to the regulatory or other basis upon which that responsibility rests, and describe the present mechanism for carrying it out. I shall at a later date ask for your suggestions concerning improvements in this area, including the development or improvement of a reporting and feedback system to all Agency officials concerned.

3. To ensure that this requirement receives priority attention, I shall expect your lists, prepared in duplicate, to be in my office not later than 31 January 1962.

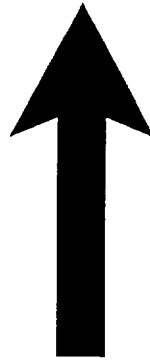

Ermett D. Echols
Director of Personnel

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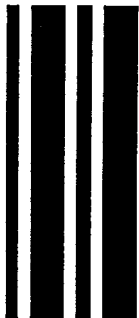
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ATTACHMENT SEPARATOR
SHEET

C/Regs Unit

Per my previous note, attached are cc's of responses from various O/Pers Divisions to our memo re monitoring, etc. Please check against Agency regs and OPM's with particular attention to monitoring responsibilities which may not be covered in these papers.

What is reasonable completion date?

EXCERPT NO. _____
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5 Feb 62

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